



**MINUTES OF THE ORGANIZATIONAL MEETING (REGULAR MEETING)
OF THE GOVERNING BOARD**

December 13, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 10:15 am and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu
Gerald Butler, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Willard Lewallen, President, West Hills College Coalinga
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Frances Squire, Executive Director, West Hills Community College Foundation
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Michelle Kozlowski, Assoc. Vice Chancellor of Educational Services & Information Technology
Keith Stearns, Associate Vice Chancellor of Academic and Information Systems
Richard Larson, Director of Farm of the Future, West Hills College Coalinga

Public Comments

There were no public comments made at this time.

Introduction of Guests

There were no guests introduced at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Dr. Mike Burke, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported the District and the Faculty Association are working on a memorandum of understanding regarding schedule compression. Both groups are currently working on final details. The change in the schedule will move forward but the issue will need to be revisited. The current collective bargaining agreement expires in June 2012 and the team hopes to begin the negotiation process in the spring. Mr. Sowden stated the membership will be polled on issues they would like to present to the Board.

CSEA Report – Mr. John Ieronimo, CSEA President, stated that he had nothing to report at this time. He wished everyone a happy holiday.

Student Trustee Report – Mr. Gerald Butler, Student Trustee, reported the Lights of Love event was successful and all 69 children were sponsored. There was no report from the student body at West Hills College Lemoore.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that West Hills College, Coalinga has experienced some loss and, during the difficult time, the parents of the students were very appreciative. He received a note from one of the families thanking everyone for their support. Dr. Lewallen also reported that he received Christmas cards from the President and Vice President of the United States of America. He provided an update on rodeo student, Cameron Aubrey. He is doing very well and continuing physical therapy. Mr. Bruce Hunt had his hip replacement surgery and is also doing very well. Dr. Lewallen reported that the basketball team is on a very good start. The team has played some very tough teams. The softball team has the largest team ever with twenty students. The baseball team also has the largest amount with fifty students. In conclusion, Dr. Lewallen reported that the ag science facility is about 60 percent complete.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore undertook a new project this year and college staff purchased 75 gifts for underprivileged youth in the county. Mr. Warkentin reported that planning for the anniversary gala is moving forward. The gala will celebrate the 10th anniversary for West Hills College Lemoore, the 80th anniversary for West Hills College Coalinga, and the 44th anniversary for the North District Center, Firebaugh. Mr. Warkentin stated the gala will feature buffet stations for attendees to choose from that will include American, Italian, and Japanese cuisine, and much more. All of the food will be prepared by the culinary department. He also stated that he hopes to have at least 400 attendees. The event will take place on March 24, 2012. Mr. Warkentin also reported that West Hills College Lemoore is kicking off student success teams. Meet and greets have already been established and each team consists of a variety of student services staff including

a student services assistant, financial aid assistant, student worker, and counselor. Each team is separated by educational areas. Mr. Warkentin provided an update on the student success of student athletes.

President McKean asked for an update on the engineering program. Mr. Warkentin reported that Dr. Zhao is currently in charge of the program. There are 15 scholarship students and 14 regular students. He explained the requirements for the engineering scholarships.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported the colleges have done a great job in assisting the local communities and making sure those in need have a good Christmas. He also reported that Dr. Goldsmith helped in assisting approximately 100 children in Firebaugh. Dr. Gornick shared a story from a newspaper in Idaho regarding the holidays. Dr. Goldsmith was mentioned as she donated 12 turkeys to a local shelter and spoke about being grateful during this time of the year. Dr. Gornick reported that the WIT program is finishing up their electrical course. He encouraged those who have not seen what the students are working on to stop by. He also explained that the course is being taught in both English and Spanish.

Dr. Gornick provided an update on Mr. Mike Isaac. He is currently going into his 9th surgery but is doing better. He stated that Ms. Donna Isaac reported the pain is being managed.

CONSENT AGENDA

The following consent agenda items were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- CA-24** Minutes – The minutes of the November 15, 2011 meeting of the Governing Board were approved as submitted.
- CA-25** Warrants – The warrants were approved as submitted.
- CA-26** Surplus Property – The list of property was declared as surplus.
- CA-27** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-28** Resolution – Seating of Board Members – The resolution in the matter of the seating of Board members was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

Dr. Gornick administered the oath of office to Trustees Ivans, Henry, McKean, and Cantu.

CO-29 Election of Board Officers – Dr. Frank Gornick announced that this being the annual organizational meeting of the Board of Trustees, a slate of officers for 2012 needs to be elected.

Trustee Henry made a motion to elect the following slate of officers for 2012:

| | |
|---|----------------------------|
| President | Mark McKean |
| Vice President | Bill Henry |
| Clerk | Nina Oxborrow |
| Legislative Representative | Jack Minnite |
| Voting Representative (Fresno County) | Jack Minnite |
| Farm of the Future Advisory Committee (2) | Mark McKean Steve Cantu |
| Fresno County School Board Association | Mark McKean |
| Kings County School Board Association | Edna Ivans |
| West Hills Community College Foundation (2) | Steve Cantu Bill Henry |
| Retiree Health Benefits Plan Investment Committee | Jack Minnite |

The motion was seconded by Trustee Levinson, and carried unanimously.

CO-30 Request to Serve Alcoholic Beverages – On a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously, the request to serve alcoholic beverages at the submitted list of West Hills Community College Foundation sponsored events was approved.

Trustee Minnite asked Ms. Frances Squire to clarify how insurance will work. Ms. Squire explained it would be a one day policy. Trustee Ivans questioned how it is decided how much security will be purchased. Trustee Levinson stated he understands why this is being done but is concerned that if there is an issue, it will be viewed as a district event, not a foundation event. He stated that he is concerned about the negative impact it will have on the district. Ms. Squire stated there is discussion with local law enforcement in terms of how much security would be needed. Dr. Gornick stated it is not just about managing the event in terms of security but also making sure certain laws are being followed. Dr. Gornick asked if the bar would be open during the speech given by Dr. Cornel West. Mr. Warkentin stated it would only be open after the speech. Trustee Ivans expressed her concern about managing someone who may drink too much. Mr. Warkentin responded that staff are trained to identify these issues and will stop serving alcohol to those who have met their limit.

Trustee Oxborrow questioned how it is determined how much alcohol would be sold. Mr. Warkentin responded that it depends on the event. Trustee Henry questioned if the income from alcohol sales at an event is worth the risk if there were to be an incident. Mr. Warkentin responded

that the same could be asked regarding the Wine and Wellness event. Trustee Levinson commented that the Wine and Wellness event has been held for a couple of years and is a fundraiser for the college. The events with Laura Bush and Sarah Palin were educational and he is concerned that some of the events are not. Dr. Gornick stated the goal is that all of the events will be analyzed at the end of the year. A full assessment will need to be done. He stated that he has asked Mr. Stoppenbrink to work with the auditors in reviewing these events and the costs.

Trustee Oxborrow commented that when the Multi Use Sports Complex was being built, it was stated that the facility would not be used to compete with other concert venues. The facility was to be used for events that would provide educational opportunities and other opportunities for the community. Mr. Warkentin stated that he has asked the Tachi Palace to participate and be partners but the tribe will not accept. Trustee Oxborrow asked if the Lori Morgan and Pam Tillis show is only for revenue. Mr. Warkentin responded in the affirmative, indicating that they will be in the area. Trustee Oxborrow questioned what the plan was for the facility and not just what others recommend. She stated that she would like to have a plan and follow it. Dr. Gornick explained that he and Mr. Warkentin have discussed this matter and are assessing each event. Mr. Warkentin asked the Board for direction on the type of events they would like to see. Trustee Levinson stated that he would really like to see an audit showing the cost benefits. It may be that the results are not worth the risk to the district.

President McKean stated that he would like to have a discussion after these events in order to determine how it went and to review the financial aspects. Trustee Ivans stated that she would also like to see how the local newspapers are covering these types of events. Trustee Henry stated that the impact on our image is more important. Dr. Gornick voiced his agreement and stated that a report will be provided.

Trustee Henry questioned if the Board is not happy with the February event, if the schedule can be changed. Mr. Warkentin confirmed but he stated that the deposits would be lost.

FISCAL SERVICES

FS-23 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that the district is 41.7% through the fiscal year. General fund revenues are at 39% and general fund expenditures are at 35.9%.

Mr. Stoppenbrink distributed and reviewed an administrative overhead budget. Trustee Minnite questioned if the expenses would still be paid if they were coded to each location instead of the district. Mr. Stoppenbrink

confirmed. Trustee Minnite questioned if we know what the cost is to our counterparts. Mr. Stoppenbrink responded that he is uncertain and will try to find out. The issue will be that everyone will handle it differently. When comparing, it will be important to compare ourselves to multi-campus districts.

President McKean asked if the district was prepared for the budget impact in January. Mr. Stoppenbrink confirmed but stated dialogue will need to be held in order to determine the best way to address the impact.

FS-24 Contract Award – On a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously, the contract for the West Hills College Coalinga Ag Science Facility project was awarded to AMS.net. The contract is for Cisco data cabling, wireless connections, and switching in the amount of \$330,700.91. Funding is Project Alternates 1, 2, 3, 4, and 5.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu wished everyone a Merry Christmas and a Happy New Year.

Trustee Minnite thanked everyone for their hard work. He stated that he enjoyed the dialogue held today and thinks we need to be grateful of where we are and diligent of where we are going.

Trustee Ivans wished everyone a Merry Christmas, Happy Hanukah, and a Happy New Year.

Trustee Henry wished everyone a Merry Christmas and Happy New Year. He stated that he, too, enjoyed the dialogue held today.

Trustee Oxborrow wished everyone a Merry Christmas and Happy New Year.

Trustee Levinson wished everyone a Merry Christmas and Happy New Year.

President McKean stated he was happy to see the improvements being made with the orchards and expressed his thanks to everyone involved. He also wished everyone a Merry Christmas and Happy New Year.

The next meeting of the Board of Trustees is scheduled for January 17, 2012.

CLOSED SESSION

The meeting was adjourned to closed session at 11:12 am.

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 12:08 pm.

Nina Oxborrow
Clerk of the Board of Trustees

/bc

Personnel Transactions

1. New Hires

| Name | Title & Location | Schedule | Salary Placement | Funding | Effective Date | Additional Information |
|--------------------|--|-----------------------|--------------------|----------|----------------|--------------------------------|
| Avina, Samuel | Skilled Maintenance Worker Classified West Hills College Lemoore | 40 hrs/wk 12 mo/yr | Range 46 Step E | District | 12/1/11 | New position |
| Dominguez, Jesus | Skilled Maintenance Worker Classified West Hills College Coalinga | 40 hrs/wk 12 mo/yr | Range 46 Step A | District | 12/1/11 | New position |
| Gonzalez, Miguel | Custodian Classified West Hills College Coalinga | 40 hrs/wk 12 mo/yr | Range 35 Step A | District | 12/5/11 | New position |
| Underwood, Melissa | Child Dev Center Associate Teacher Classified West Hills College Lemoore | 19 hrs/wk 9 mo/yr | Range 30 Step A | Grant | 12/1/11 | Replacement for Letersha Hines |

2. Changes in Assignment

| Name | Current Assignment | Change | Effective Date | Additional Information |
|-----------------|--|---|----------------|--------------------------------|
| Berumen, Juan | Custodian/Groundskeeper Classified West Hills College Lemoore Range 37, Step E 19 hrs/wk, 12 mo/yr | Custodian Classified West Hills College Lemoore Range 35, Step E 40 hrs/wk, 12 mo/yr | 12/1/11 | New position |
| Griggs, Cherise | Learning Skills Program Assistant Classified West Hills College Lemoore Range 32, Step C 19 hrs/wk, 12 mo/yr | Financial Aid Assistant Classified West Hills College Coalinga Range 33, Step C 40 hrs/wk, 12 mo/yr | 12/5/11 | Replacement for Kira Tippins |
| Johnson, Andrew | Custodian Classified West Hills College Lemoore Range 35, Step E 19 hrs/wk, 12 mo/yr | Custodian Classified West Hills College Lemoore Range 35, Step E 40 hrs/wk, 12 mo/yr | 11/21/11 | New position |
| Moreno, Isela | Student Services Assistant Classified West Hills College Coalinga Range 36, Step B 19 hrs/wk, 12 mo/yr | Financial Aid Assistant Classified West Hills College Coalinga Range 33, Step D 40 hrs/wk, 12 mo/yr | 12/5/11 | Replacement for Rebecca Riddle |

3. Resignations / Retirements / Releases During Probation / Terminations

| Name | Title & Location | Effective Date |
|--------------------|--|----------------|
| Llamas, Jacqueline | After School Program Activity Specialist Classified West Hills College Lemoore | 11/30/11 |

3. Resignations / Retirements / Releases During Probation / Terminations (CONTINUED...)

| Name | Title & Location | Effective Date |
|----------------|---|-----------------------|
| Talford, Riley | Director of Special Grant Programs Administrative West Hills Community College District | 11/30/11 |